



TEENAGE KICKS

Engagement • Progress • Outcomes

FIRE EMERGENCY ACTION PLAN

Approved by:	James Docherty
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Teenage Kicks Limited

2A Partington Street, Failsworth, Manchester, M35 9RD

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Headteacher: Mr C Valentine

1. Introduction

This Fire Emergency Action Plan applies to all staff, pupils and visitors at Teenage Kicks, 2A Partington Street, Failsworth, M35 9RD. It sets out the actions to be taken in the event of a fire or fire alarm and should be read alongside the school's fire risk assessment and local fire-safety arrangements.

All staff must familiarise themselves with the escape routes, final exits, fire alarm call points, assembly point and firefighting equipment relevant to their work area. Fire safety arrangements must be followed at all times.

2. On discovering a fire

If you discover or strongly suspect a fire:

- Raise the alarm immediately using the nearest fire alarm call point and shout "Fire" if necessary to alert people nearby.
- Call 999 and ask for the Fire and Rescue Service. Give your name, the school telephone number (0161 243 3868), the address (2A Partington Street, Failsworth, M35 9RD), the location and nature of the fire if known, and details of anyone who may be trapped or injured.
- Leave the area by the nearest safe route, closing doors behind you where it is safe to do so.
- Do not take personal risks and do not delay evacuation in order to fight the fire.
- Only use a fire extinguisher if you have received appropriate instruction, the fire is very small, you have a clear escape route and it is safe to do so. If one extinguisher does not control the fire immediately, evacuate.
- Go directly to the assembly point and report any relevant information to the Fire Warden.

3. On hearing the fire alarm

- Leave the building immediately and calmly by the nearest safe exit.
 - Do not stop to collect personal belongings.
 - Close doors behind you where practicable, but do not lock them.
 - Go directly to the assembly point outside the school fence at the back of the school yard.
 - Report any signs of fire or other relevant information to the Fire Warden.
 - Remain at the assembly point until instructed otherwise. Do not sit in vehicles, leave the site or re-enter the building.
 - Visitors must be escorted to the assembly point by the member of staff responsible for them.
- No one may re-enter the building until the Fire and Rescue Service, or another competent person authorised to do so where the alarm is confirmed as false, has declared it safe.

4. Fire alarm arrangements

Fire alarm call points are located throughout the building. Staff must know how to activate them. The alarm is a distinctive siren intended to be audible throughout the premises.

- The alarm is tested at 7.45 am each Friday and the test is recorded in the fire logbook.
- Activation of the alarm must not be assumed to result in an automatic Fire and Rescue Service response.
- If there is a confirmed or suspected fire, or any doubt about the cause of an alarm, the Fire and Rescue Service must be called immediately by dialling 999.
- The Headteacher, Head of Business or another designated senior member of staff will ensure that the emergency call is made where required.

5. False alarms and resetting the system

Fire Wardens may observe for signs of fire while evacuating their area, but they must not place themselves at risk or delay evacuation. After everyone has evacuated, the alarm panel may be checked by an authorised and competent person to identify the zone or device that activated.

The alarm must not be silenced or reset until there is reasonable confirmation that there is no fire and it is safe to do so. Staff must not be sent back into a potentially unsafe area simply to investigate an alarm. If there is any doubt, call 999 and await the Fire and Rescue Service.

Where an alarm is confirmed as false, the system may be reset by an authorised person, the event must be recorded in the fire logbook, and any fault or recurring cause must be reported for investigation and remedial action. Examples include steam, cooking fumes, dust, aerosol sprays, insects, water ingress, construction work or accidental activation of a call point.

6. Fire extinguishers

Fire extinguishers are provided primarily to support safe escape and to deal with very small fires where it is safe and appropriate to do so. Staff should familiarise themselves with their locations and types. Water extinguishers must not be used on electrical equipment or burning oils/fats.

Appendix 1 - Duties and responsibilities

Lead Fire Warden

The lead Fire Warden is D'rell Pennant. In his absence, Jackie May will undertake the role.

The Lead Fire Warden will:

- coordinate the evacuation and take control at the assembly point;
- receive reports from Fire Wardens and confirm, as far as reasonably practicable, that the building has been evacuated;
- ensure that the Fire and Rescue Service has been called where required;
- provide the Fire and Rescue Service with relevant information on arrival; and
- follow the instructions of the officer in charge before allowing re-entry.

Fire Wardens

Fire Wardens will:

- encourage everyone in their designated area to evacuate promptly by the nearest safe route;
- provide or coordinate the assistance specified in any Personal Emergency Evacuation Plan (PEEP), without putting themselves or others at risk;
- ensure, as far as reasonably practicable, that people with hearing, visual or other impairments are alerted and supported;
- check toilets, kitchens, meeting rooms and other relevant areas while evacuating, where this can be done safely and without delaying their own escape;
- close doors behind them where practicable; and
- report to the Lead Fire Warden at the assembly point.

Reception/administration staff

On hearing the alarm, reception/administration staff should, where immediately accessible and without delaying evacuation, take the staff signing-in/out information and visitor sign-in information to the assembly point. They must then leave the building by the nearest safe exit.

First aid

A first aid kit is located in the school office. First aiders are identified in the school's local safety arrangements. First aid should only be provided where it is safe to do so and must not delay evacuation or access for the emergency services.

Appendix 2 - Signs of fire and common false-alarm causes

Possible signs of fire include smoke, flames, an unusual smell, unexpected heat, flickering electrical equipment, or multiple fire-alarm devices or zones activating. If you observe signs of fire, raise the alarm and call 999.

Common causes of unwanted fire-alarm activations can include cooking fumes, steam, tobacco smoke, dust, insects, aerosol sprays, external smoke, construction or hot work, theatrical smoke, incense or candles, electromagnetic interference, high humidity, water ingress, temperature changes, accidental damage and testing or maintenance activity. Repeated activations must be investigated and appropriate controls put in place.

Appendix 3 - Other emergencies and silent evacuation

Other emergencies may require evacuation, silent evacuation or a stay-put/lockdown response according to the location and nature of the threat and emergency-service advice. If a silent evacuation is required, a senior member of staff or Fire Warden will give verbal route instructions; Fire Wardens will support evacuation without taking personal risks and the Lead Fire Warden will liaise with the emergency services.